

DEPARTMENT OF LAND MANAGEMENT

PLANNING BOARD

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Southampton, NY 11968

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GEORGE SKIDMORE

SUBDIVISION PRE-APPLICATION FORM

This application form is required as part of any request to process the action listed below. In addition, Chapter 292 The Town of Southampton Code requires specific material to be submitted in conjunction with this form. Other required items are indicated on the attached application checklist. **It is the applicant's responsibility to insure that application package is complete and accurate. Incomplete applications will not be processed.**

1. All applications must be completed in full and comply with §§330 and 292 of the Town Code. Incomplete application packages will not be accepted.
2. These instructions and the application form shall be read carefully and understood before completing. Any questions should be referred to the Planning Division.
3. The application package consists of the following:
 - _____ The Subdivision Pre-Application Form Checklist
 - _____ 15 Copies of Application, including: project description, owner's endorsement, disclosure form, agricultural data statement, and submission review form
 - _____ 15 Copies of Subdivision Plat (standard plan) and supporting Materials
 - _____ 15 Copies of Subdivision Plat (cluster plan)
 - _____ Pre-Application Fee: \$800 per lot (excluding reserved parcels)
 - _____ Lot Line Modification Fee (Transfer if Property): \$1,050.00 per lot (If applicable)
4. The mapping requirements for the subdivision plat, per §§292-4A, 292-10 of the Southampton Town Code are included in the Subdivision Pre-Application Submission Review Form on Pages 12-13 of this submission package. Please complete this form to ensure that the maps comply with the code requirements.
5. The subdivision pre-application review process is outlined on the following page.
6. A Fee Schedule is included in this package.

**PLEASE NOTE: ALL NEW APPLICATIONS MUST GO TO THE
ENGINEERING DIVISION FOR PAYMENT OF FEES PRIOR TO
SUBMITTING APPLICATION TO PLANNING.**

Application Name: _____

SCTM No.: _____

Property Address: _____

I. General Information

(a) Applicant's Name: _____

Address: _____

Phone No.: _____

(b) If the applicant is a corporation, give the name and title of the responsible officer:

Name: _____ Title: _____

(c) Landowner's Name: _____

Address: _____

(d) Licensed Architect, Landscape Architect, Civil Engineer or Land Surveyor

Name: _____ License No. _____

Address: _____ Telephone No. _____

(e) If the applicant does not own the property, prepare the endorsement at the end of this form establishing owner's authorization of the applicant's proposed subdivision of his land.

(f) All communications with regard to this subdivision shall be addressed to the following person until further notice:

Name: _____

Address: _____

Phone No: _____

II. Proposed Site

(a) General location of Property _____
(north/west/south/east)

of _____, approx _____
(street of road) (feet) (north/east/south/west)

of _____, in _____.
(nearest interesting street) (hamlet)

(b) Zoning District(s): _____

(c) Is a Variance Necessary?

YES: _____ NO: _____

If yes, please explain:

(d) Zoning Overlay(s) (Please check all that apply)

- i. Agricultural* _____
- ii. Aquifer Protection _____
- iii. Tidal Flood Plain _____
- iv. Tidal Wetland & Ocean Beach _____
- v. Old Filed Map _____
- vi. Archaeological* (NYS Circles and Squares map) _____

*Include a survey showing the location of Class I and II prime agricultural soils

III. Project Type

Subdivision: _____

Re-Subdivision: _____

Lot Line Modification (Transfer of Property): _____

TOWN OF SOUTHAMPTON

SUBDIVISION PRE-APPLICATION FORM

PROJECT INFORMATION

TOTAL ACREAGE OF SITE

Standard**PRD (cluster)****Other:**

Note: All applications shall include both standard and cluster plans pursuant to Chapter 247 and § 292-8 following the requirements of § 292-10. Waivers of the PRD requirement are at the discretion of the Planning Board.

 NUMBER OF LOTS (PROPOSED)

 NUMBER OF LOTS (AFFORDABLE)

 OPEN SPACE (ACREAGE)

 OPEN SPACE (% PRESERVED)

 CLASS I & II AGRICULTURAL SOIL (ACREAGE)

 CLASS I & II AGRICULTURAL SOIL (% PRESERVED)

 PARK AREA PROVIDED (0.05 AC/LOT)

 WETLAND AND SURFACE WATER AREA (ACRES
OR SQ. FT)*

 LINEAR FEET OF ROADWAYS

 DRAINAGE (STRUCTURES, FUND, OR NONE)

 AVERAGE LOT SIZE (SQ. FT)

 EXISTING EASEMENTS/COVENANTS (YES/NO)*

 PROPOSED EASEMENTS/COVENANTS (YES/NO)*

 EXISTING TRAILS (YES/NO)*

 PROPOSED TRAILS (YES/NO)*

 WATER SUPPLY (PRIVATE WELL OR PUBLIC MAIN)

 *If yes, show on survey

PLEASE SUBMIT 15 COPIES OF PLANS.

PRE-APPLICATION SUBMISSION FORM

PROJECT DESCRIPTION

In the space provided below, and on additional sheets if necessary, please provide the following:

1. A description of the project.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

- ## 2. An explanation of the design concept

- ### 3. The reason for the particular design

4. The objective of the developer or project sponsor.

5. How or why the project is or is not in conformance with the Town Master Plan.

Note: Please be aware that the Planning Board cannot approve plans that do not comply with zoning requirements. If you anticipate, or are aware that this project will require zoning relief from the Zoning Board of Appeals, please indicate the nature of such relief and why it is necessary to accomplish the project goals in the space below.

6. Zoning Relief (If applicable).

I hereby depose and say that all the above statements of information and all statements and information contained in the supporting documents and drawings attached hereto are true and correct.

Applicant's Name

Applicant's Signature

Sworn before me this

_____ day of _____, 20____ Notary Public _____

Please note: If ownership is held jointly or in partnership, each owner and/or partner must sign a separate owner's endorsement. If the owner or owners are making the application, this endorsement is not required.

OWNER'S ENDORSEMENT

STATE OF NEW YORK)

ss:

COUNTY OF SUFFOLK)

_____, being duly sworn, deposes and says:

I am: (check one) ☐ a part owner in fee
☐ the sole owner in fee
☐ an officer of the corporation which is the owner in fee
of the premises described in the foregoing application.

I reside at _____
Mailing Address

Hamlet/Post Office/Village State Zip Code

I have authorized _____
to make the foregoing application to the Southampton Town Planning Board for
subdivision approval as described herein.

Signature

(If owner is a corporation, please
indicate name of corporation and the
title of the corporate officer whose
signature appears above)

Sworn before me this
_____ day of _____, 20____

Notary Public

Town of Southampton
OPEN GOVERNMENT DISCLOSURE FORM
(Zoning Board of Appeals, Planning Board, Conservation Board)

STATE OF NEW YORK }

} ss:

COUNTY OF SUFFOLK }

_____ being duly sworn, deposes and says:
Print Name

I am an applicant for a project or an owner of the land that is the subject of a pending application before the Southampton _____ Board. I make this affidavit under penalty and swear to the truth herein. I am aware that this affidavit is required by General Municipal Law §809 and Southampton Town Code Chapter 23 and that I shall be guilty of a misdemeanor should I knowingly or intentionally fail to make all disclosures herein. I am also aware that I may be subject to the penalties in Southampton Town Code §23-14 should I knowingly or intentionally fail to make all disclosures herein.

1. The project name is: _____

2. I reside at _____

3. The officers of the applicant corporation/owner corporation are as follows:

Pres. _____ Sec. _____

Vice Pres. _____ Treas. _____

4. Do any of the following individuals have an interest in the applicant or owner (as defined on page 10, note "A")?

1. Any official of New York State

Yes No

2. Any elected or appointed official or employee
Southampton Town or Suffolk County

_____ of

If the answer to Question 4 is yes, General Municipal Law §809 and Town Code Chapter 23 require that you disclose the name and the nature and event of the interest of said individual(s) in the applicant or owner.

Name

Residence

Nature of Interest

5. During the 24 months before the filing of this application, have any of the following individuals made campaign contributions exceeding \$500 in total, in cash or in kind, to the campaign for public office of any Town officer or employee, to any individual campaign committee, or to any political party committee designated to accept donations on such Town official's or employee's behalf as a candidate for public office?

	Yes	No
1. Owner	_____	_____
2. Applicant	_____	_____
3. Agent for owner or applicant	_____	_____
4. Attorney	_____	_____
5. Other	_____	_____

If the question to Question 5 is yes, Town Code Chapter 23 requires that the information be provided below:

<u>Name/Address</u>	<u>Amount/Date</u>	<u>Name of Campaign Committee</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. During the preceding 24 months before the filing of this application, have any of the following individuals employed any Town officer or employee or a relative thereof involving compensation in an amount of \$500 or more? Said compensation may be directly made, or indirectly made through a corporation or business interest held by any Town officer or employee or their relative.

	Yes	No
1. Owner	_____	_____
2. Applicant	_____	_____
3. Agent for owner or applicant	_____	_____
4. Attorney	_____	_____
5. Other	_____	_____

If the answer to Question 6 is yes, Town Code Chapter 23 requires that the information be provided below:

<u>Name</u>	<u>Position (Owner, Agent, Attorney, Other)</u>	<u>Corporation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature

Sworn to before me
This _____ day
of _____.

Notary Public

**A FALSE STATEMENT MADE HEREIN IS PUNISHABLE AS A CLASS “A”
MISDEMEANOR PURSUANT TO SECTION 210.45 OF THE PENAL LAW OF THE
STATE OF NEW YORK**

- A. For the purposes of this disclosure, an official of the State of New York or an elected or appointed official or employee of the Town of Southampton shall be deemed to have an interest in the applicant and/or owner when that official or employee, their spouse, brothers, sisters, parents, children, grandchildren or the spouse of any of them is:
- a. the applicant or owner; or
 - b. an officer, director, partner, or employee of the applicant or owner; or
 - c. Legally or beneficially owns or controls stock of a corporate applicant or owner, or is a member of a partnership or association applicant or owner; or
 - d. Is a party to an agreement with the applicant or owner, express or implied, whereby said official or employee may receive any payment or other benefit, whether or not for services rendered, dependent or contingent upon the favorable approval of such application. Ownership of less than five percent of the stock of a corporation whose stock is listed on the New York Stock or American Stock Exchange shall not constitute an interest for the purposes of this disclosure.

AGRICULTURAL DATA STATEMENT

Pursuant to §283-a of the New York State Town Law, any application for a special permit, site plan approval, use variance or subdivision approval requiring municipal review and approval by the Town Board, Planning Board or Zoning Board of Appeals that would occur on property within an agricultural district containing a farming operation or on properties within 500 feet of a farm operation located within an agricultural district, shall include an Agricultural Data Statement. The law also requires that the reviewing Board mail written notice of such an application to the owners of land within the agricultural district that contains a farm operation, which is located within 500 feet of the boundary of the project site. The cost of the mailing shall be borne by the applicant.

1. Project Name: _____

2. Name of Applicant: _____

3. Address of Applicant: _____

4. SCTM # of Project: _____

5. Project Location: _____

6. Description of Project: _____

7. If the property that is the subject of the pending development application is located in an Agricultural District, you must compile and submit a list of tax parcels, with owners names and addresses, for all tax parcels containing a farm operation located within 500 feet of the property that is the subject of the pending development application.

If the property that is the subject of the pending development application is located outside of an Agricultural District, you must compile and submit a list of tax parcels, with owners names and addresses, for all tax parcels containing a farm operation located within an Agricultural District and within 500 feet of the property that is the subject of the pending development application.

8. Submit a survey map showing the site of the proposed project relative to the location of farm operation parcels identified in item 6, above.

9. Submit legal size envelopes, pre-addressed to each of the parcel landowners identified in item 6, above with pre-paid certified mail postage, together with pre-addressed, green, return receipt cards for each mailing. The return address on the return receipt card must read "SOUTHAMPTON TOWN PLANNING BOARD, 116 HAMPTON ROAD, SOUTHAMPTON, NY 11968.

If you do not believe that you are subject to this requirement, please complete the following and sign below:

I have reviewed the requirements for the submission of an Agricultural Data Statement and find that said statement is not applicable to this application for the following reasons:

Applicant's/ Applicant Agent's Signature

SUBMISSION REQUIREMENTS CHECKLIST

To Be Filled Out By Applicant

Application Name _____
 Contact Person _____
 SCTM# _____
 Project Location _____
 Number of Lots _____
 Date: _____

PLEASE CHECK YES OR NO

	YES	NO
Pre-Application Form	_____	_____
Subdivision Plat (using the standards set forth in Chapter 292 of the Town Code) meeting the mapping requirements outlined below. (6 copies)	_____	_____
Cluster Plan	_____	_____
Yield Map	_____	_____
APPLICATION FEE: \$750/Per Lot	_____	_____
Scale 1" = 200' or greater	_____	_____
Name and Address of Owner of Record and Subdivider	_____	_____
Date	_____	_____
North Arrow	_____	_____
Scale	_____	_____
Property Description with distance to the nearest existing street intersection	_____	_____
Location, Names, Ownership of adjacent streets and curblines	_____	_____
Adjoining lands and owners as disclosed by the most recent town tax records	_____	_____
Public easements, setbacks, or dedicated area on site or adjoining land	_____	_____
Outline of existing easements, deed restrictions or covenants on site	_____	_____
Existing Zoning District	_____	_____
Suffolk County Tax Number (SCTM)	_____	_____

PLEASE CHECK YES OR NO

	YES	NO
Existing contours at max. 10' intervals, or spot elevations within 200 feet of its boundaries (Identify source of contour information)	_____	_____
Wooded Areas	_____	_____
Identification of unique natural features (wetlands, lakes, ponds, streams, & steep slopes: show area with slopes greater than 20% for lot less than 40,000 sq ft or 30% for lots less than 80,000 sq ft)	_____	_____
All existing site structures (including fences)	_____	_____
All street, existing and proposed	_____	_____
All utilities on site and adjacent:		
Electrical Service	_____	_____
Water Mains	_____	_____
Sewer mains	_____	_____
Nearest Fire Hydrant, cisterns, other fire protection (Regardless of Distance)	_____	_____
Proposed pattern of lots, including typical lot width and depth	_____	_____
Street Layout	_____	_____
Recreation Areas	_____	_____
Method of drainage	_____	_____
Sewage disposal treatment	_____	_____
Water supply	_____	_____
Owners Endorsement	_____	_____
Disclosure Affidavit	_____	_____
Agricultural Data Statement	_____	_____

ADDITIONAL COMMENTS:

Provide all information indicated as not provided "X" or "?", if applicant feels items are not applicable, indicate such and give reasoning.

NOTE: All submissions must comply with Section 292-4A and 292-10 of the Code of the Town of Southampton.

2015 PLANNING DIVISION FEE SCHEDULE

SITE PLAN APPLICATIONS

Site Plan Application	Fee
Site Plan Pre-Submission Application	\$1,050
Area to be improved is less than 500 sq. ft.* (Administrative or Planning Board Review)	\$1,050**
Area to be improved is greater than or equal to 500 sq. ft and less than 10,000 sq. ft. (Administrative or Planning Board Review)	\$2,100**
Area to be improved is greater than or equal to 10,000 sq. ft.	\$0.21 per Square Foot not to exceed \$15,000**
Site Plan Amendment Application (Administrative or Planning Board Review)	\$1,050**
Administrative Site Plan Review pursuant to Town Code §330-183.1(A)(1) which does not increase the floor area, lot coverage, or footprint of any structures, including accessory structures; and which does not increase the number of tenants of a previously approved, unexpired site plan	\$0.00
Re-Approval of Expired Site Plan pursuant to Town Code §330-84(H) if a certificate of occupancy has not been issued within 2 years of approval signature of plans (Administrative or Planning Board Review)	\$1,050
Agricultural Construction Permit Application on preserved farmland	\$1,050**
Deer Fence Application	\$525

*** NOTE: Includes any and all areas required and or proposed to be altered, excluding the area of any existing or proposed buildings.**

**** Fees will be doubled if work has commenced prior to submission of application.**

SPECIAL EXCEPTION APPLICATIONS

	Fee
All Special Exception Applications (except agricultural greenhouse(s) meeting the criteria noted below)	\$1,050 (in addition to any site plan application fee)
Agricultural Greenhouse(s), having an aggregate or individual area footprint less than 2,000 sq. ft. and utilizing a plastic covering on a hoop frame with no continuous footing or foundation	\$525 (in addition to any site plan application fee)
For applications subject to specific special conditions or safeguards outlined in Chapter 330-124 through 330-162.8	Additional \$315

SUBDIVISION APPLICATIONS

Application Type or Stage	Fee
Transfer of Property	\$1,050 per lot
Pre-Application	\$800 per lot (excluding reserved parcels)*
Preliminary Application	\$875 per lot (excl. reserved parcels)*
Final Application	\$950 per lot (excl. reserved parcels)*
Waiver of Pre Application Report Extension Policy	\$275 (in addition to the extension fee)
Re-Approval of Expired Final Conditional Approval (with a hearing)	Full original final application fee
Re-Approval of Expired Final Conditional Approval (no hearing)	½ of the full original final application fee

* **NOTE: Reserved Parcels = open space, parks, recharge areas, drainage areas, agricultural reserves, and homeowner association amenities**

WETLAND PERMIT APPLICATIONS

	Fee
Wetland Permit *	\$800**

* **NOTE: Flagging may be done by the Environment Division as a separate application and fee to the Environment Division.**

** **Fees will be doubled if work has commenced prior to submission of application.**

OLD FILED MAP APPLICATION

Type of Application	Fee
Development Section Approval	\$2,600
Amendment of Development Section Approval	\$1,300
Transfer of Development Right & Permission to Build	\$1,050 per lot
Abandonment of roads in an approved Old Filed Map Development Section or in conjunction with a Transfer of Development Right Declaration	\$260 per road

ADDITIONAL FEES

Type of Action	Fee
Re-Hearing (if re-hearing is at the request of applicant or due to error by applicant)	\$300
Site Disturbance Plan / Over Clearing	\$1,575
Extension of Time (including but not limited to: 90 day deadline for submission of signed site plans pursuant to §330-84(K), 90 day deadline for submission of signed site plans receiving administrative review approval, 1 year expiration of subdivision pre-application reports, special exception approval)	\$260
Inspection for compliance of a condition of approval or inspection of a bond improvement	\$125
Pre-submission work session other than site plans and any work session beyond the 2 nd post-submission work session for any type of application	\$125
Covenant / Easement Amendment or Interpretation	\$1,050
Abandonments unrelated to an Old Filed Map or Subdivision	\$525
Park Fees - Conservation Opportunity Subdivision	\$2,500 per dwelling unit or lot
Park Fees - Subdivision of two (2) lots or less	\$2,500 per dwelling unit or lot
Park Fees - Two (2) lot subdivision of parcel that existed as a single & separate lot prior to May 6, 1975 or a parcel that was on a subdivision map and was subject to a park fee at the time	\$2,500 per the net one lot increase